

CALIFORNIA DEPARTMENT OF TRANSPORTATION DUTY STATEMENT

CLASSIFICATION TITLE Senior Transportation Planner	DISTRICT/DIVISION/OFFICE Division of Aeronautics	
WORKING TITLE Senior Transportation Planner	POSITION NUMBER 900-063-4724-003	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Program Manager, this position acts as Chief of the Office of Aviation Planning. This Office is responsible for developing the California Aviation System Plan (CASP), collaborating aviation planning activities with other agencies, integrating aviation with the other transportation modes, and coordinating aviation research efforts. The Office Chief position is the Program Manager's principal assistant for system planning matters

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

55%	Assign work, set priorities, review work, control quality, and evaluate performance of professional staff in the Office of Aviation Planning. Develop, implement and maintain standards for the conduct and completion of projects and activities.
E	
20%	Coordinate activities and collaboratively work with aviation system users, airport managers, regional transportation planning agencies, metropolitan planning organizations, the Federal Aviation Administration, other federal agencies, the California Transportation Commission, the California Air Resources Board, other State agencies, and other Caltrans districts and programs. Work with the University of California Institute of Transportation Studies, the National Aeronautics and Space Administration, and other research organizations to investigate new methods of air transportation, integration of the
E	

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

transportation modes, and other such projects that advance the science of aviation.

- 15% Develop strategies to refine and update the CASP on a continuing basis. The many facets
E of the CASP involve data collection, forecasting demand, and accepting input from local,
regional, State, and federal agencies. Elements of the CASP are spelled out in the Public
Utilities Code (PUC), § 21701 et seq.
- 5% Oversee the administration of State laws that relate to Airport Land Use Commissions
E (ALUCs) and Airport Land Use Compatibly Plans (ALUCPs) as per PUC § 21670 et seq.
Assist ALUCs and zoning authorities (cities and counties) in maintaining compatible land
use around public-use airports.
- 5% Coordinate with the other Office Chiefs in the Division of Aeronautics to ensure that their
M activities reflect the CASP and sound aviation planning principles.

SUPERVISION EXERCISED OVER OTHERS

- Plan, organize, and assign activities to professional staff in the Office of Aviation Planning
- Set standards, monitor, and evaluate job performance of Office staff.
- Direct activities and approve products from private consultants under contract to the Department
- Provide direction and advice on aviation system planning matters to task forces and project teams.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Must be able to logically organize and present positions, identify problems, and formulate recommendations.
- Must be able to perceive and communicate the political and policy implications of proposed actions and likely consequences.
- Ability to interpret and correctly apply sections of the Public Utilities Code, Revenue and Taxation Code, and the California Code of Regulations relating to aviation.
- Ability and initiative to work with a minimum of supervision and direction.
- Ability to identify evolving trends and sensitive issues.
- Ability to be proactive in problem solving.
- Ability to be tactful and diplomatic in dealing with others.
- Ability to establish and maintain effective, cooperative relationships with individuals and organizations.
- Ability to supervise a technical staff and provide that staff with effective leadership.
- Ability to prepare work and communicate ideas, both orally and in writing, with a high degree of accuracy.
- Ability to serve in a consulting capacity to federal, state, regional, and local agencies.
- Knowledge of federal and state laws, regulations, and policies relating to transportation.

- Knowledge of aviation and airport operations.
- Knowledge of personal computers and word processing, spreadsheet, and data base applications.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is responsible for guidelines and policies relating to the Office of Aviation Planning. Decisions must be consistent with Department policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Programs that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions.

PUBLIC AND INTERNAL CONTACTS

Personal contacts are made frequently with Program staff, regional planning agencies, airport proprietors, community groups, FAA representatives, Caltrans headquarters and district staff, and planning consultants. The incumbent may serve on panels or technical societies to represent departmental policies and/or provide expertise. Presentations in a public setting to the California Transportation Commission and other organizations are given several times each year.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner.

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects on time with short notice.

Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Departments vision and goals.

Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Employees may be required to travel. Travel may be by the Department-owned aircraft.

May need to extend day to complete vital projects on time.

I certify that I can perform the duties listed above with/without reasonable accommodation.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

GARY CATHEY

Supervisor's Name

Signature

Date